**Position:** Part-Time Workforce Education Career Counselor

**Minimum Qualifications:**
1. Bachelor’s degree in education, counseling, human development, organizational management, training, student affair, or psychology **required.**
2. Minimum of two years of full-time experience as a Career Counselor **required.**
3. Current Alabama Driver License

**Primary Purpose:** This position will be responsible for the day-to-day operations of a program designed to help single mothers who have completed a JSCC non-credit program transition into the workplace. The employee will:

**Job Functions:**
1. Be responsible for coordinating student activities related to an “Alumni Program” including serving as the primary liaison with the Women’s Fund of Greater Birmingham.
2. Be responsible for counseling students on training opportunities that lead to entry level positions.
3. Be responsible for helping students create a career action plan that includes assisting student communicate with instructors.
4. Coordinate the day to day operations of specified classes including the day to day communication with instructors.
5. Be responsible for collecting and reporting data on the outcomes of the training provided to students who enroll in the specified classes.
6. Assist students in job placement.
7. Assist Center for Workforce Education director and staff on special projects as time allows, particularly related to assisting single mother with education and training.
8. Ability to maintain rapport with partners, colleagues, and students and to conduct themselves with a high level of professionalism.
9. Ability to travel around the immediate Birmingham area 1-2 days per week as needed.
10. Ability to work during day or evening hours.
11. Perform other duties as assigned.

**Salary:** Salary is based on 19 hours per week. Hourly rate is $35.00.

**Application Deadline:** 4:30 p.m., August 17, 2016

**Application Procedure:** A complete application packet consists of:
1. Proof of Education (High School diploma or GED)
2. Current resume
3. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. Remember that the work experience verification completion is your responsibility. Please visit http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)

**Materials may be submitted to:**
Jefferson State Community College
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

**EQUAL OPPORTUNITY EMPLOYER**